

Job Opportunity Bulletin: 03-038
Final Filing Date: November 6, 2003
or Until Filled

Position:	Salary:	Location:
Staff Services Manager II (Supervisory)	\$5,211 - \$6,286	Office of Statewide Health Planning and Development Healthcare Quality and Analysis Division 818 K Street, Room 500 Sacramento, CA. 95814
FREEZE EXEMPTION PENDING		

General Statement:

Do you want to lead a great team in a wide variety of areas?

The Healthcare Information Resource Center (HIRC) of the Healthcare Quality and Analysis Division (HQAD) is looking for a dynamic leader who thrives in an ever-changing public environment, nurtures creativity, promotes team cohesiveness, manages a wide variety of challenging projects, and strives for ever-improving customer service.

Duties:

Under the general direction of the Division Deputy Director:

- Plans, organizes, directs and manages the work of two Staff Services Manager Is.
- In support of OSHPD's mission of "Equitable healthcare accessibility For California", provides timely and accurate information on California's healthcare infrastructure.
- Develops and disseminates products from OSHPD's multiple databases, in various formats and media, including development and maintenance of OSHPD's web site and intranet.

Desirable Qualifications:

- Effective written, oral and interpersonal communication skills
- Highly skilled in organizing and managing multiple projects
- Extensive experience in healthcare issues and working with healthcare facility financial and patient-level data
- Extensive knowledge of Health Insurance Portability and Accountability Act (HIPAA) and issues surrounding the protection of patient confidentiality and release of information
- High level of skills and knowledge in data management practices, data warehouse design and dissemination functions, including applicable software and hardware tools
- Thorough understanding of issues surrounding data validity, accuracy and quality
- Experienced leadership skills
- Extensive supervisory experience required

Who May Apply:

Applications will be accepted from individuals currently in the class or who have list, transfer or reinstatement eligibility for appointment to the class. Only the most qualified candidates will be interviewed. Appointment is subject to SROA/Surplus policies.

Interested parties should submit a Standard State application form #678 and a resume to:

Office of Statewide Health Planning and Development
Diane Dargan, Manager
Healthcare Information Resource Center
818 K Street, Room 500
Sacramento, CA 95814

FAX (916) 324-9242

For additional information, contact: Diane Dargan or Cathy Pinkston
at (916) 322-2814 or e-mail ddargan@oshpd.state.ca.us